

## **Addendum for Resources**

*(Include if appropriate – to be used primarily for tenure track or tenured candidates)*

We plan to propose your appointment as a *(insert IPD)* in the [*Laboratory/Branch*] of the Division of Intramural Research (DIR), and to offer you the following resources.

### **Appointment**

The appointment within [*insert IC*] is at the level of *(insert IPD)* (Insert description of appropriate IPD)

### **Space Assignment**

Laboratory location and square feet for exclusive use

Office location and square feet

Space shared with other investigators

### **Shared and Core Support Facilities**

Access to shared space/equipment/facilities in the Laboratory/Branch and/or Division.

Support cores available (transgenic, sequencing, computer, special microscopy, etc.) and at what cost to the individual investigator

Animal resources (cage space and at what cost to the investigator)

Other special facilities

### **Clinical/Epidemiological Research Support**

Provision of clinical support positions (e.g., staff clinician, clinical fellow, research nurse)

Access to core clinical research support (e.g., statistics, protocol management, subject recruitment)

### **Administrative Support**

Branch support staff

Administrative Officer

**Scientific Positions** [*Indicate whether positions carry funds with them, or whether personnel are funded through the Investigator's CAN*].

Number of FTE positions (technician/Research or Clinical Fellow/Staff Scientist)

Number of non-FTE positions (postdocs)

Number of contractor positions

Any special arrangements for phasing in availability of these positions (e.g. some ICs restrict the size of the group initially).

[*If appropriate*]: You may, at any time, add more personnel to your Section through outside funding, loans from other NIH Institutes, special volunteers, and/or other sources of funding or support.

### **Research Funding [include/modify as appropriate for each IPD]**

Annual budget: either total budget (personnel, supplies etc) or method of computation (e.g. salaries/stipends + \$ per person for supplies and other expenses). Pro-rating of budget in the first partial year.

Start-up equipment allocation and time frame for its expenditure.

Statement of opportunity to request major equipment items on an annual basis (e.g. at annual budget meeting with Scientific Director or Deputy).

While every effort will be made to provide the stated resources on a continuing basis circumstances may necessitate some adjustments of your annual budget. You will be notified in writing, as early as possible, of such changes and the reason for them.

### **Tenure Criteria and Process (include for tenure-track appointments)**

Appointment to this tenure-track position signifies both our commitment to supporting the development of your career and our expectation that you will manage a research program, develop important presentations and publications on this research, train and mentor personnel who work with you, and contribute to the overall research program of the IRP and the NIH. We anticipate that with continued outstanding progress in your position, you will continue on the tenure track, with an initial two-year appointment that will be renewed yearly, up to a maximum of [six/eight] years. An additional year is provided for family reasons without the need for DDIR approval. *[Modify as appropriate for Commissioned Corps, reset-the-clock provisions, clinical or epidemiology investigators]*. This maximum time will begin on the date of the official personnel action pertaining to your appointment/conversion to the tenure track.

Criteria for evaluation of tenure candidates are listed in "The Tenure-Track Program of the National Institutes of Health" and are available on line at <http://www1.od.nih.gov/oir/sourcebook/prof-desig/tenurecriteria.htm>.

You will be given an annual oral and written evaluation by your [*Laboratory/Branch*] Chief and meet at least annually with the [Scientific Director/Designee]. In addition, your Laboratory/Branch Chief and I will work with you to identify a second mentor/mentoring committee to help guide your career development. You will be evaluated by the Board of Scientific Counselors (BSC) once approximately mid-term, and once in the final year of your tenure track. The BSC will recommend that you be continued on the tenure track, removed from the tenure track, or considered for tenure. The tenure review process is initiated by the [*Laboratory/Branch*] Chief and Scientific Director, who will request that the IC Promotion and Tenure Committee solicit outside letters on your behalf from distinguished scientists and make a recommendation to the Scientific Director. If the Scientific Director agrees to support you for a tenured position, your tenure nomination will be presented to the NIH Central Tenure Review Committee chaired by the Deputy Director for Intramural Research, who will make the final decision on tenure. The tenure decision process will take approximately one year following initiation by your [*Laboratory/Branch*] Chief.

If you are not considered for tenure, or do not receive tenure, your [*Laboratory/Branch*] Chief may resubmit your credentials if your allotted [six/eight] years has not elapsed, or you may be informed that you will not be tenured at the NIH. Under the latter circumstances, you may be permitted, depending on your performance and the availability of funds, to continue your research program up to one year while you search for another position.

### **Personal requirements**

Proposed Base salary: \$XXX,XXX

Proposed one-time recruitment bonus or moving expenses [*as applicable*]: \$XX,XXX

Benefits: Standard Federal Package

The position proposed for you is a [*full-time/part-time fraction*\_\_\_\_] [excepted Civil Service/PHS Commissioned Corps] appointment [*under an appointment mechanism known as Title 42*]. The proposed salary is comparable to that of other similar scientists at [IC] and is governed by pay scales set by NIH's Office of the Director. This proposed salary may require review by an [IC] [and NIH]

salary committee(s) and approval by senior [IC] [and NIH] leadership. The lump-sum bonus requires similar approval. Salaries may be subject to periodic increases and cost-of-living adjustments based on the personnel system governing your appointment.

Your research is of tremendous interest to our program and we hope to welcome you to the ranks of independent NIH scientists as you successfully pursue your research. Please indicate your interest in this position by signing below and return copies of this form to me via the email or address below within the next two weeks.

Sincerely,

---

(Laboratory/Branch Chief)

---

(Tenure-Track Candidate)

---

(Optional - Section Head)

---

(Director, Division of Intramural Research, IC)

---

(Optional - Deputy Director for Intramural Research)